

2017 – 2018

MIT STUDENT HANDBOOK



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Ministers In Training (MIT) Program

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WELCOME!

Congratulations on your acceptance to the Dale C. Bronner Institute of Ministry and Leadership Development (IMLD). This is an exciting time for IMLD, and I am honored to welcome you into the Ministers In Training (MIT) Program!

IMLD and MIT have a distinctive mission and approach that provides the highest level of learning in a vibrant Christian community. This mission aligns with my passion for promoting a blend of personal integrity, spiritual formation, and church-based theological education. Our goal is to equip you with the very best education based on the rock-solid foundation of faith in Jesus Christ.

The most distinguishing characteristic of IMLD/MIT is its commitment to the premise of the Christian faith as the foundation for all learning. As such, all academic pursuits are approached through the lens of a Christian worldview and include the study of the Bible and related courses as part of the curriculum. Your time in the MIT Program is more than just learning; you are also “doing” as you grow, develop, and create a solid foundation to carry out the work the Lord has entrusted you to do.

We are blessed and excited to be a part of your continued growth and development as we help prepare you for ministry leadership at Word of Faith Family Worship Cathedral, as well as the broader community and even the world. As we continue to be Christ-focused, we pray for the flourishing of strong, equipped believers willing to lead others into a committed relationship with Jesus Christ.

Welcome to the IMLD/MIT family!

Blessings,



Founding Pastor

Word of Faith Family Worship Cathedral

The Dale C. Bronner Institute of Ministry and Leadership

Development (IMLD) was established in 2014 and is a premier, Christian learning institute dedicated to the development and spiritual formation of Christian leaders. We equip Christian leaders for effective ministry that impacts the family, community, and the world. Committed to lifelong learning, the institute offers a new, non-traditional theological education format that is church-based and competency-based. IMLD was created to be the Christian, educational platform for all leaders and parishioners at Word of Faith Family Worship Cathedral (WOF) and will serve as the educational and developmental platform for the MIT Program. IMLD will use the curriculum provided by the Biblical Institute of Leadership Development (BILD) and the Antioch School of Church Planting and Leadership Development (see bild.org and antiochschool.edu).

ANTIOCH SCHOOL ACCREDITATION

The Antioch School is accredited by the Distance Education Accrediting Commission.

Distance Education Accrediting Commission (DEAC)

1601 18th Street, N.W., Suite 2
Washington, D.C. 20009
202-234-5100
www.deac.org

The Distance Education Accrediting Commission (DEAC) is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Antioch School is the first truly church-based and competency-based academic institution to receive accreditation by an agency recognized by the Council on Higher Education Accreditation (CHEA) and the U.S. Department of Education (USDE).

DEAC is the premier accrediting agency for institutions using non-traditional educational formats. DEAC is recognized as the accrediting agency that utilizes outcomes assessment. DEAC provides accreditation for a wide variety of higher education institutions, including ministry training schools such as Global University (Assemblies of God), the Catholic Distance University, and other specialized schools, such as the distributed learning schools of the U.S. Air Force, Army, and Marine Corps (three of the country's largest higher education systems).

Accreditation means that the quality of the Antioch School's degree programs has been affirmed by a rigorous peer review process of a respected, independent agency. DEAC accreditation is the most recent form of affirmation of the quality of Antioch School programs.



MINISTERS IN TRAINING (MIT) PROGRAM

Vision

We are the premier education and development ministry for those with a ministry call on their lives at Word of Faith Family Worship Cathedral.

Mission

We build the Kingdom of God by providing quality education and experiential learning for those with a ministerial call on their lives at Word of Faith Family Worship Cathedral.

At WOF, we acknowledge the ministerial calling of those God has selected to serve and minister to His people. The MIT Program is established to ensure that future ministers at WOF are properly equipped to execute the responsibilities of an ordained and/or licensed minister of the Gospel of Jesus Christ.

Individuals are challenged to grow in the areas of:

- Theological Studies
- Spiritual Formation Work
- Ministry Practicum
- Servant Leadership

It is important to note that all ministers involved in the MIT Program are expected to have their own area of ministry outside of WOF. Ministers will also be given the opportunity to serve at WOF in specified areas of ministry as directed by Bishop Dale C. Bronner.

INNOVATIVE EDUCATIONAL PRINCIPLES

Core course curriculum developed by the Antioch School has been designed to train students in the tradition of early church leaders as established by the New Testament apostles. The primary focus of these teachings is the fulfillment of Jesus' Great Commission in Matthew 28:18-20. Additional courses are developed by IMLD that align with the overall goals and objectives of WOF and the MIT Program.

The common approach to higher education is a formal, grade-centered model, where students learn about a topic in a lecture-style environment, and are then expected to recall and reflect upon that knowledge in the form of written exams and scholarly papers. One alternative to the formal model is an informal approach with limited structure or design. The Antioch School has developed a non-formal approach to theological education which takes place in the context of ministry, while character is built in the tradition of Paul's mentoring

relationship with Timothy. The Antioch School model is biblically-ordered learning, along with hands-on training, that prepares a student for immediate impact and influence in ministry.

The Antioch School is distinctive in many ways, particularly because of two foundational concepts: church-based and competency-based.

Church-Based

Church-based is central to the whole concept of the Antioch School and IMLD/MIT. Church-based theological education (C-BTE) is theological education based in the life of churches, not merely schools housed in church buildings. All of our educational programs are designed and taught in the context of the ministries at Word of Faith Family Worship Cathedral.

There are five major tenets of church-based theological education (C-BTE):

1. Must be based in the life of a local church and/or movement of churches
2. Must be primarily viewed as a process of entrusting (modeling and mentoring) sound doctrine to men and women
3. Must take place in the context of establishing churches
4. Must be viewed as a need for all men and women regardless of their stations in life
5. Must begin with the first principles of the faith

Competency-Based

There is a growing emphasis on outcomes assessment in higher education. The competency-based orientation of the leadership development programs makes it possible for the Antioch School, in collaboration with IMLD/ MIT, to grant certificates and degrees with confidence. MIT programs are not built on letter grades or standardized courses but rather on the Antioch School educational model that measures knowledge acquisition, ministry skill, and character development by carefully designed outcomes and assessments administered by trained facilitators and mentors in a non-formal setting.

The Antioch School relies on an extensive, robust portfolio assessment system and multi-layered evidence in granting certificates and degrees.

TYPES OF COMPETENCY SETS

Students in the MIT Program will be assessed according to the following sets of competencies. Although the competency sets are organized according to the use of resources for leadership development, individual students may develop in different ways in the use of resources and through other learning opportunities demonstrated in their portfolios.

Life and Ministry Development Portfolio System

Each Antioch School program is grounded in a deep understanding of God's design for each person, as well as extensive mentoring and evaluation done by church leaders using biblical qualifications for ministry. Competencies related to life and ministry development are demonstrated in the following manner:

Motivated Abilities Pattern (MAP) Responses

At the beginning of each program, students engage with the System for Identifying Motivated Abilities (SIMA) in order to obtain a personal MAP and write a thoughtful response regarding how they are investing their time and effort, as well as insights from others who have read their MAP and/or other forms of evaluation they have received. This response should be revised annually while enrolled in the program.

Personal Development Plans

Also at the beginning of each program, students produce initial Personal Development Plans through the use of a set of life development tools that address one's unique purpose, story, abilities, roles and responsibilities, resources, disciplines and determinations, and lifelong wisdom. This plan should be revised annually while enrolled in the program.

Personal Development Assessments

A set of assessment tools (Life and Ministry Assessment, Becoming Established Assessment, Giftedness Assessment, Ministry Team Profile, Current Ministry Assessment, and Journal of Mentor's Assessment) are to be used to facilitate the mentoring process by those whom God has put into the student's life with a primary responsibility for his or her development. Each must be completed by a designated mentor at least quarterly while the student is enrolled in the program.

Leadership Series I

This series of courses helps the student employ the New Testament as a manual for church development, particularly through the keys taught in the Book of Acts and the Pauline Epistles. The courses are designed to be used in group settings and rely heavily on Socratic discussion for personal and community insights. Each course contains units with issues to address, Socratic discussion questions, project guides, and a theological reader (with the best chapters and articles on the key topics).

Ministry Practicum

Students engage in ministry practicums that are educational and experiential opportunities for growth in ministry skills in 'learn-by-doing' environments. These are opportunities to learn through substantial ministry responsibilities and reflection on ministry experience. Students "contract" with their mentors and Certified Leaders for development related to specific ministry responsibilities and evaluation for certificate-level programs, making extensive use of the "Current Ministry Assessment" form by a student's mentor.

Ministry Practicum Selection Process

Practicum experiences are driven by three important perspectives:

1. **The perspective of the student.** Students contribute significantly in the determination of their ministry practicum assignments. The Personal Development Plan completed by the student early in the program will be used as a point of reference in determining each practicum experience.

2. **The perspective of MIT leadership.** All ministry practicums must receive final approval by MIT leadership. There are times when the needs and opportunities of a specific ministry within the church or partner organization align with the long-term growth needs of the student. A Certified Leader may assign a student(s) to a specific ministry when the anticipated outcomes are perceived to contribute significantly to long-term development of the student.
3. **The perspective of the mentor.** Mentors are a critical part of the student's practicum experience. The perspective of the mentor regarding a student's leadership capacity and potential areas of growth, directly connect to the development of the student's Ministry Practicum Learning Contract (see below).

Practicum selection should address the following areas of opportunity:

- Developmental needs of individual students
- Personal Development Plan
- Requirements for WOF ministerial licensing
- Compelling needs at WOF or partner organizations

Ministry Practicum Learning Contract

MIT students develop a Learning Contract in consultation with their mentor and Certified Leader that describes in detail the goals and objectives of each ministry practicum serving opportunity. Academic credit is given for ministry practicum experiences when there is evidence of the following three components:

1. **Preparation.** Is there a plan for making the experience effective?
2. **Experience.** Did the ministry practicum experience match the plan?
3. **Assessment.** Is there an assessment of what was learned?

Each **Learning Contract** should include the following elements:

1. **Goals and Objectives.** Goals should be related to each student's Personal Development Plan. Each goal should have two to three specific and measurable objectives describing anticipated outcomes.
2. **Assessment.** This section of the 'Learning Contract' would include the name and role of the ministry leader (a ministry leader may change or remain the same during the 16-month program), and how the ministry experience will be assessed. The assessment process is designed to be a time of review and reflection of what was learned, how to improve in areas needing growth, and affirmation of what went well.
3. **Reporting Credit.** Academic credit is earned by MIT students through Antioch School as they show evidence of ministry competency. The Certified Leader will approve and post a Competency Assessment report in the e-Portfolio system. An Antioch Associate Faculty member will then validate the report, and the student is awarded academic credit.

Ecclesia: A Preaching & Teaching Practicum

MIT students will present several preaching or teaching sessions (during the 16-month program) using a topic of choice. Students will receive a copy of the book, *The Homiletical Plot: The Sermon as Narrative Art Form* by Eugene L. Lowery, to be used as a teaching resource for developing and delivering the message. The message must contain the following (at a minimum):

- Opening and foundational scripture
- Opening statement
- One to three (1 to 3) points
- Closing statement
- The sermon or teaching must lead back to the cross and ultimately to Jesus

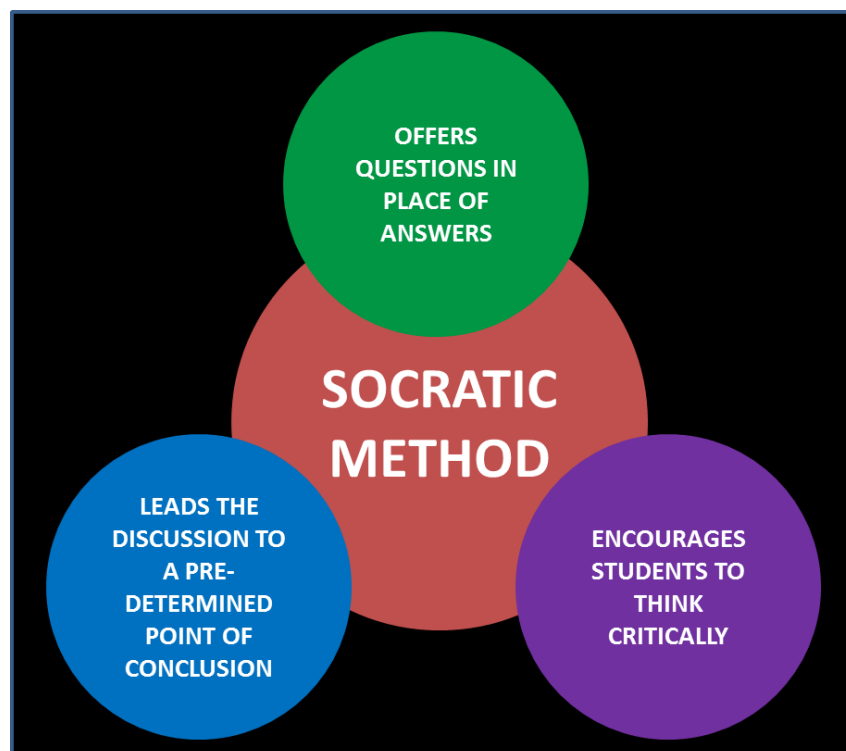
INSTRUCTIONAL METHODOLOGY

Facilitated Sessions

Students participating in the MIT Program will attend one, two-hour class per week. Instructional methods include live facilitative sessions conducted in cohorts of six to ten students. All facilitated instructional sessions will take place in a classroom setting and will be held on the IMLD campus (The Bluffs - Austell, Georgia).

Socratic Discussion Model

Antioch courses are built on Socratic methods designed to promote life-long learning and interactive discussion. Instructors are best described as facilitators of active listening, critical thinking, and inductive questioning.



MIT PROGRAM EDUCATIONAL ROADMAP

16-Month Program

Each quad offered is a required component of the MIT Program and must be taken and completed in sequence.

PREREQUISITES

Life and Ministry Development (LMD)

Motivated Abilities Pattern (SIMA MAP)

Personal Development Plan Worksheet

QUAD I

Acts: Keys to the Establishment and Expansion of the First-Century Church
Effective Communication I
WOF Leadership Development Series I
Spiritual Formation I

QUAD II

Pauline Epistles: Strategies for Establishing Churches
Soteriology (Study of Salvation)
HeartWork™ - *Ministry Service from the Inside Out!*
Ministry Plans and Standard Operating Procedures I (SOPs)
Ecclesia I
Spiritual Formation II

QUAD III

Understanding the Essentials of Sound Doctrine
Sacraments (Communion, Baptism, Funerals, Weddings, and Baby Dedications)
WOF Leadership Development II
Ministry Plans and Standard Operating Procedures II (SOPs)
Ecclesia II
Spiritual Formation III

QUAD IV

Leaders and the Early Church
Ministerial Grief Counseling
Discipleship Through Small Groups
Ministry Plans and Standard Operating Procedures III (SOPs)
Ecclesia III
Spiritual Formation IV

LEADERSHIP SERIES I COURSE DESCRIPTIONS

Acts: Keys to the Establishment and Expansion of the First-Century Church

Determine the fundamental biblical principles regarding the mission of the church and its role in missions and developing guidelines and strategy from these principles for a local church's involvement.

Pauline Epistles: Strategies for Establishing Churches

Determine the fundamental biblical principles for growing and strengthening (establishing) a church to maturity and developing a strategy for implementing the biblical forms and functions of a church necessary for making and keeping it strong.

Understanding the Essentials of Sound Doctrine

Build a contemporary didache—an Early Church manual to establish believers in the essentials of the Apostles' teaching. This contemporary didache must be founded solidly upon the faith delivered by the Apostles; seasoned by the historical effort of the Church; and be eminently relevant to our present cultural situations.

Leaders and the Early Church

Bring leadership training back to the center of the local church in a way that will empower churches to participate in the expansion of the gospel with the same vision and effectiveness as the first church at Antioch.



ASSIGNMENTS • EXPECTATIONS

I. Weekly Projects

Each Socratic discussion class requires completion of weekly projects. All weekly projects must be uploaded three (3) days after the Socratic discussion class. Failure to upload projects on a timely basis may result in academic probation or removal from the MIT program.

Weekly Project/Document Naming Conventions – All documents to be uploaded to the Bronner Network portal should be named using the Naming Convention below. No symbols (!@#\$\$%^&*)(-_=+{};:'?/".,<>~`)[\|] of any kind may be used in the name of documents. Please note: You will receive an error message and will not be able to complete the upload process.

Naming Convention examples below:

<FIRSTINITIAL><LASTNAME><BOOK><SESSION#>

JDOEACTS1	JDOEESSENTIALS1
JDOEPAUL1	JDOELEADERS1

II. End-of-Quad Competencies

Students must submit their End-of-Quad competencies within two (2) weeks of the last day of the Socratic Discussion class for each quad. Students will initially receive a verbal warning from their Certified Leader if they have not completed and submitted their competencies by the due date. (See Academic Probation for more information).

III. Final Portfolio

Students must submit their Final Portfolio within three (3) weeks of the last day of Quad IV. The Final Portfolio is comprised of the following:

- SIMA MAP
- SIMA MAP Response
- Personal Development Assessments
- Ministry Practicum Learning Contract
- Service Hour Log
- Student Attestation Form

IMLD Writing Style Guidelines

Students should use the IMLD Writing Style Guidelines for all written class assignments and projects. For more information, see IMLD Writing Style Guidelines on your MIT Dashboard.

Writing Proficiency

Written communication skills are critical for effective, long-term ministry. IMLD faculty and administration are committed to developing students who are able to evaluate ideas and concepts, draw conclusions, and formulate arguments from a Biblical worldview. MIT students will be required to produce college-level written work which will be assessed using the IMLD *Writing Rubric* below.

IMLD WRITING RUBRIC

CONTENT	ASSESSMENT BOXES		
	1	2	3
<i>Introduction:</i> Identified presentation topic and importance to life and ministry in first paragraph.	Topic and importance were not clearly identified	Topic was clearly identified, but not importance (vice versa)	Topic and importance both clearly identified
<i>General Content:</i> Addressed each area on the Content Guide for their Unit	Did not address each area	Addressed some areas	Addressed each area in Content Guide
<i>Analysis:</i> Major points supported by scripture, logic, and/or solid rationale	No solid support for position	Some support, but unclear	Clear analytical support
<i>Summary:</i> Summarized major points clearly and succinctly	No Summary	Partial Summary	Clear and succinct Summary
<i>Relevance:</i> Made clear connection and application to present-day life and ministry	No connection to ministry	Partial connection to ministry	Strong connection to ministry
IMLD WRITING STYLE	1	2	3
<i>Full Paper Template:</i> Template utilized – correct paper length, title page, paragraph construction solid	More than 5 formatting errors	3-5 formatting errors	No formatting errors
<i>Sentence Construction:</i> Appropriate length, proper use of clauses and phrases; periods and commas used correctly	Marginal sentence structure	Somewhat strong sentence structure	Solid sentence structure
<i>Mechanics:</i> Correct spelling, punctuation, and grammar	More than 5 errors in mechanics	3-5 errors in mechanics	No errors in mechanics
Presentation included introduction, main points, and summary of topic; reference list (works cited)	Did not include all parts	Included 2 out of 3 parts	Included all 3 parts
COMPETENCY ASSESSMENT	1	2	3
Assignment demonstrated basic working knowledge and competency in subject area	Little competence in subject area	Some competence in subject area	Basic competence in subject area clearly evident
Total Score: _____ pts out of 30			

E-PORTFOLIO SYSTEM & ASSESSMENT

The Antioch School has formulated an extensive, robust portfolio system of assessment and skill development to provide abundant and multi-layered evidence that students deserve the degree or certificate that is being granted. The e-Portfolio system is designed to enable the Antioch School and IMLD/MIT to assess the growth and development of students during the program.

There are three stages of assessment related to the e-Portfolio:

1. Students post evidence in consultation with facilitators, Certified Leaders, and mentors demonstrating competencies in the form of artifacts and attestations they feel adequately reflects their work and service.
2. Certified Leaders provide initial review and approval.
3. The Antioch School will provide final review and validation of competency.

TWO PRIMARY TYPES OF PORTFOLIO ITEMS

Artifacts are things that the student has produced that demonstrate competency. All Leadership Series courses are designed with projects, large and small, that help students think through the main issues in terms of actual ministry contexts. Other projects, such as a collection of preaching/teaching recordings extend beyond single courses. A student's own journaling and formal evaluation of teaching experiences or personal assessment are valuable pieces of evidence of what has been learned.

Attestations are things that other people produce that demonstrate the competencies of the student. These include personal and ministry assessments by those who are close to the student, evaluations by others of a student's teaching in the practicum, and their Motivated Abilities Pattern (MAP).

GRADING METHODOLOGY • ACADEMIC CREDIT • TRANSCRIPTS

Grading Methodology

The Antioch School programs do not follow the traditional grading methodologies of most educational institutions. The Antioch School is focused on supporting the development and assessing the evidence of development in its students. High minimum standards of competency have been established in a wide range of areas. This means that each student will be fully engaged with the learning materials and activities necessary to master the competencies, demonstrates the skills needed to utilize the competencies, and produces work that indicates command of the competencies.

We are not concerned about making the fine distinctions in the evaluation of students and assignments that often manifest themselves in percentages, letter grades, and grade point averages, which are precise in number but not necessarily accurate in what they claim to represent. Rather, Certified Leaders assist students in building customized portfolios that allow their unique competencies to be seen in relation to particular needs.

Course Competency Evaluation

Students will be evaluated by a set of competencies for each course. A Competency Evaluation Matrix will be used to evaluate each student's competency acquisition, and students will be assessed the following marks for each class:

C	COMPETENCIES COMPLETED
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Students who satisfactorily complete all assignments, projects, and/or coursework will be given a “C” on their student portal and on their permanent record with IMLD.

I	COMPETENCIES INCOMPLETE
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Students who receive an “I” will be given the opportunity to correct or complete projects as a result of feedback from their Certified Leader. Once the work has been changed or added and the competencies have been satisfied, the Certified Leader will update the rating on the student portal and the permanent record.

Academic Credit

Academic credit is awarded in the form of competencies acquired and incorporated into life and ministry. Academic credit is granted only after evidence of competencies have been uploaded into the e-Portfolio system by students, given initial approval by Certified Leaders, and validated by Antioch School Associate Faculty. Students gain academic credit directly through e-Portfolio activity, as Certified Leaders and Antioch School Associate Faculty approve and validate artifacts and attestations of growth in character, skill, and ministry proficiency.

Transcripts

The Antioch School uses portfolio transcripts to provide a more detailed and accurate description of competencies. However, traditional transcripts may also be provided for those who do not finish the program(s) or who wish to submit a transcript to another institution that shows letter grades for each course or area for which competency has been validated by the Antioch School Associate Faculty.

Unofficial portfolio transcripts may be printed at any time from a student's e-portfolio on the Antioch School website (www.antiochschool.edu).

Associate Faculty

Associate Faculty are veterans in the use of Antioch School/IMLD resources who provide academic quality assurance through periodic review and validation of the initial approval by Certified Leaders of demonstration of competency by students in their e-Portfolios.

Certified Leaders

Certified Leaders have been certified to lead Antioch School programs through the Dale C. Bronner Institute of Ministry and Leadership Development. Certified Leaders are the “local faculty,” and along with facilitators, have the most contact with students and are responsible to facilitate use of resources, provide life and ministry assessment, and coach students in the development of their portfolios. Certified Leaders provide initial approval of the demonstration of competency by students in their e-Portfolios prior to submission to the Antioch School.

Facilitators

Facilitators lead the Socratic discussion for IMLD cohorts. They are responsible for providing leadership and guidance for IMLD students as “local faculty.” Their role is designed to focus on the execution of proper classroom discussions that will lead to understanding of the Antioch School curriculum, building of competencies, and fostering of relationships.

Mentors

Mentors support the development of MIT students by providing spiritual care and conducting assessments in all aspects of the program. Initially, Mentors will focus on the Life and Ministry Development area, particularly through the use of the Personal Development Assessment forms. Mentors will provide students guidance in Ministry Practicum assignments and may assist with the development of Learning Contracts. Mentors are assigned to students for the duration of the 16-month program. In the unlikely case a Mentor is unable to complete the duration of the program, the student and Certified Leader will collaborate to find a qualified replacement Mentor.

Administrative Staff

All MIT staff is located at the IMLD Administrative Office. Student services, academic advising, ministry practicum planning, and classes take place at the Administrative Office. The *IMLD Program Manager* oversees daily operations for IMLD/MIT. The *Administrator* oversees the IMLD/MIT Administrative Office.

INFORMATION • POLICIES • PROCEDURES

Check-In/Check-Out Procedure

IMLD uses a mechanized process to maintain an accurate record of attendance. Each student will be assigned a four-digit code and will be required to check-in and check-out for each Socratic Discussion session or IMLD/MIT and WOF course. See your Certified Leader or the IMLD Program Manager for your code number.

Attendance Policy

Students must attend each class for a minimum of one (1) hour and 45 minutes to be considered “**present**” for that class session. A student who is not in class for the mandatory time period (one hour and 45 minutes) will be marked “**absent**” for that day.

Tardy Policy

Students should make every effort to be on time to all class sessions. Excessive tardiness does not show a commitment to the MIT Program or your own personal development and does not exemplify the excellence in which God would have us operate. Excessive tardiness may lead to removal from the MIT Program.

Regular Attendance – WOF

As part of your continued personal and spiritual growth and development, regular attendance at School of The Word (Thursday – 7:30 PM) and a WOF church service (Sunday – 8:30 AM or 11:00 AM) is required.

Absentee Policy

Leadership Series I courses – Students will be allowed three (3) absences per quad. More than three (3) absences will result in the student having to withdraw and re-enroll in the MIT Program. A student will be withdrawn from IMLD and the MIT Program if they fail to attend the first two (2) sessions of each quad. ***Students must notify their Certified Leader if they will be unable to attend class for any reason.***

IMLD/MIT and WOF courses – Students are required to successfully complete all IMLD/MIT and WOF courses (no exceptions).

Emergencies: In the event of a death in the family or personal medical emergency, students must notify their Certified Leader immediately and arrange for make-up work to be completed. Students who do not adhere to this policy regarding absences may be asked to re-take the course with the next academic year. ***All re-admissions will be evaluated on a case-by-case basis.***

Academic Probation

Students who are consistently unable to keep pace with the MIT coursework and/or practicums will be given a verbal warning. Students who do not adhere to the verbal

warning will be issued a written Academic Probation Warning letter outlining the requirements for completing outstanding assignments. If students have not met the requirements of the written warning, they may be placed on Academic Probation. During the probation period, assessments, academic credit, or other services will be withheld pending review and re-instatement by both IMLD/ MIT and Antioch School leadership. Students who remain on probation may be removed from the MIT Program.

Academic Records

All Antioch School academic records will be kept in an electronic format at the Antioch School. All other records will be retained by IMLD. (See “Release of Student Information” for additional details).

Announcements & Official Notices

Information from the IMLD/MIT Administrative Office pertaining to schedule changes, events, or relevant updates will most often be posted on your MIT Dashboard on the Bronner Network portal (see “Current IMLD News & Communications”). We will also communicate through email; therefore, it is **VERY** important to check your email daily!

Change of Contact Information

It is the responsibility of each student to inform the IMLD Program Manager of any changes to contact information, including email address, mailing address, and phone number.

Dress Code Guidelines

The attire for MIT students is business casual while on the IMLD campus (no jeans, t-shirts, or sneakers unless otherwise instructed). MIT students are to dress tastefully and in a manner that does not cause others to feel uncomfortable. Decisions relating to attire should be guided by a desire to glorify God. Specific attire may be required for certain occasions.

Weather-Related and Emergency School Closings

In the event of inclement weather or an emergency, the IMLD website located on The Bronner Network (<https://www.bronnernetwork.org>) will contain up-to-date information about class cancellations, delayed start times, or any other weather-related updates. In addition, you may tune into 11-Alive News, WATL-TV, Fox 5, or WSB-TV Channel 2 for emergency and weather-related notifications. We will also adhere to the same office closings as WOF. You may also contact the IMLD Administrative Office at (678) 426-2840 for additional information.



Release of Student Information

An Information Release Form must be signed by the student prior to the release of any information to a third party. The IMLD/MIT Information Release Form is available on your MIT Dashboard on the Bronner Network portal or from the IMLD Program Manager. MIT students have the right to review their IMLD academic and financial information upon request. All IMLD academic and financial records are available at the IMLD/MIT Administrative Office and may be obtained by request from the IMLD Program Manager. Students must contact the Antioch School directly for any information regarding Antioch School courses.

Recording of Socratic Discussion Sessions

Students should not use any type of recording devices during Socratic Discussion sessions. Students are encouraged to take copious notes and are also allowed to photograph any charts and collections of information produced as a result of the Socratic Discussion process. The Socratic Discussion is often a time of personal ministry and reflection; therefore, it is against IMLD policy to record these sessions. Any student confirmed to have recorded any portion of a Socratic Discussion session will be expelled from the MIT Program.

Student Integrity

Student integrity is foundational to any academic institution, particularly one focused on the training of leaders for ministry. Integrity in the MIT Program is measured by each student doing his or her own academic work. Citation of another's work without giving credit to the author, speaker, or strategist is considered plagiarism. Examples would include direct excerpts from any and all published materials (including course work, books, periodicals, and pamphlets), copying work (complete or partial) from another student (current or former), and submission of assignments (or partial assignments) completed by a professional researcher or author other than the student.

The first violation of the student integrity guidelines will result in a verbal warning and the student being asked to re-submit the paper and/or assignment. If it is suspected that the student has committed a second violation of the student integrity guidelines, a full investigation will be conducted by the Certified Leader and the IMLD leadership staff. If a second violation is confirmed, the student will be issued a written Academic Probation Warning letter outlining the requirements for resubmitting corrected coursework. If a third violation is confirmed, the student may be dismissed from the MIT Program.

Student Misconduct Guidelines

IMLD believes in the freedom for each student to develop morally, ethically, relationally, and spiritually, under the leadership of the Holy Spirit. It is essential that the student exemplify a God-controlled life at all times and conform to the highest standards of conduct. When moral, ethical, or spiritual violations or relational difficulties become known, steps shall be taken to appropriately address areas of concern in character or personal development.

IMLD will seek to support the student in living a life of integrity and continued personal growth. IMLD Leadership will attempt to engage the student in a collaborative effort of accountability. The first violation of student misconduct will result in a written warning letter outlining the misconduct and the appropriate next steps. A second violation and/or an unwillingness to engage positively in a process of correction may jeopardize a student's continued enrollment in the MIT Program.

Withdrawal Policy

Any student considering withdrawal is encouraged to communicate with his/her Certified Leader and Mentor prior to making a final decision so that the broadest possible perspective is taken into consideration. To proceed with the withdrawal process, students must obtain an IMLD/MIT Withdrawal Form that outlines the process and the specific action items necessary to close out academic and financial records. The IMLD/MIT Withdrawal Form is available from the IMLD Program Manager.

Break Time

There will **not** be a structured break time during the two (2)-hour Socratic Discussion class. If you need to leave the class for any reason, please do so quietly and with the least amount of disruption. It is important to minimize your time out of the classroom as not to miss any key learning moments in the Socratic Discussion session.

Classroom Facilities

No food (of any type) is allowed in the classroom spaces. All food should be eaten prior to arrival or in the designated dining areas in the IMLD facility. Students are allowed to have beverages in the classroom.

For your convenience, snacks and beverages will be available to purchase (on an honor system).

Visitors & Guests

IMLD classes will be held at the offices of Christian Alliance of Pastors, Inc. (CAP). CAP will hold sessions for Pastors at the facility on an ongoing basis. As a result, IMLD facilities are open to students and administrative staff only. IMLD students are welcome on the campus at any time during normal operating hours. For security and liability reasons, guests, including family members, are not allowed on the premises during normal operating hours.

GRADUATION • MINISTERIAL LICENSE • ORDINATION

Graduation

Upon successful completion of the 16-month MIT Program, students will receive a Certificate of Ministry which is conferred by the Antioch School and IMLD. Commencement ceremonies will be conducted by Bishop Dale C. Bronner and held at Word of Faith Family Worship Cathedral.

Students who successfully complete the IMLD/MIT Certification through the Antioch School will also receive:

- One-year, renewable ministerial license
- Ordination (based upon ministry calling)

Ministerial License

The one-year ministerial license is approved and conferred by Bishop Dale C. Bronner, Sr. and Word of Faith Family Worship Cathedral. Continuing Education (CE) requirements will be a part of the annual license renewal process. IMLD will offer classes, seminars, and on-going training to assist with the CE requirements.

Ordination

Ordination is the process by which an individual is consecrated, that is, set apart as clergy to perform various religious rites and ceremonies. Ordination at WOF is conferred once and will only be conferred based upon your ministry calling.

NOTE: All tuition and fees must be paid in full in order to participate in commencement and ordination ceremonies and receive ministerial license.

FINANCIAL INFORMATION

Tuition and Fees

16-month Certificate of Ministry Program

The total cost for the 16-month Certificate of Ministry Program is \$3,500. MIT Program tuition, IMLD/WOF courses, and all required course materials are included in the total cost amount. (*Note: A non-refundable application fee (\$75) is not included in the total cost shown*).

Payment Options

Tuition and fees for the MIT Program can be paid in full at any time without penalty. IMLD will **ONLY** accept Visa, MasterCard, and Discover **credit** and **debit** card payments. We **do** **not** accept money orders, cashier's checks, bill pay checks, personal checks, or cash.

Payment Due Date & Late Fees

Tuition payments are due on the 10th day of each month and no later than the 15th of the month. A late fee of \$20.00 will be charged for any payment received after the 15th day of the month. All late tuition payments (including applicable late fee) must be received by the 10th day of the following month in order for the student to continue in the MIT Program and not be placed on financial probation (see "Financial Probation" for additional details).

Financial Probation

A student who is delinquent on payments for one (1) month will be placed on financial probation. A hold will be placed on all coursework and records, and students will not be allowed to attend any MIT/IMLD classes. Students will be required to coordinate with the IMLD Program Manager to have their account reinstated. The student will be taken off financial probation once his/her account is current.

Refunds

A student who withdraws from the MIT Program will be eligible for a pro-rated refund if full tuition costs and fees were paid in advance. A \$50 processing fee will be assessed for any pro-rated refund. The \$600 deposit is non-refundable.

Students who are on a monthly payment plan and withdraw anytime during a month for which they have paid **will not** receive a refund for that month. See “IMLD Financial Information” on your MIT Dashboard for additional financial information.

IMLD BOOKSTORE

The IMLD Bookstore is located at the IMLD Administrative Office. Each student is required to have course materials prior to the start of each quad. Course materials are available in the IMLD Bookstore.